

# Project Reporting Requirements for RM&E Work

## Frequently Asked Questions

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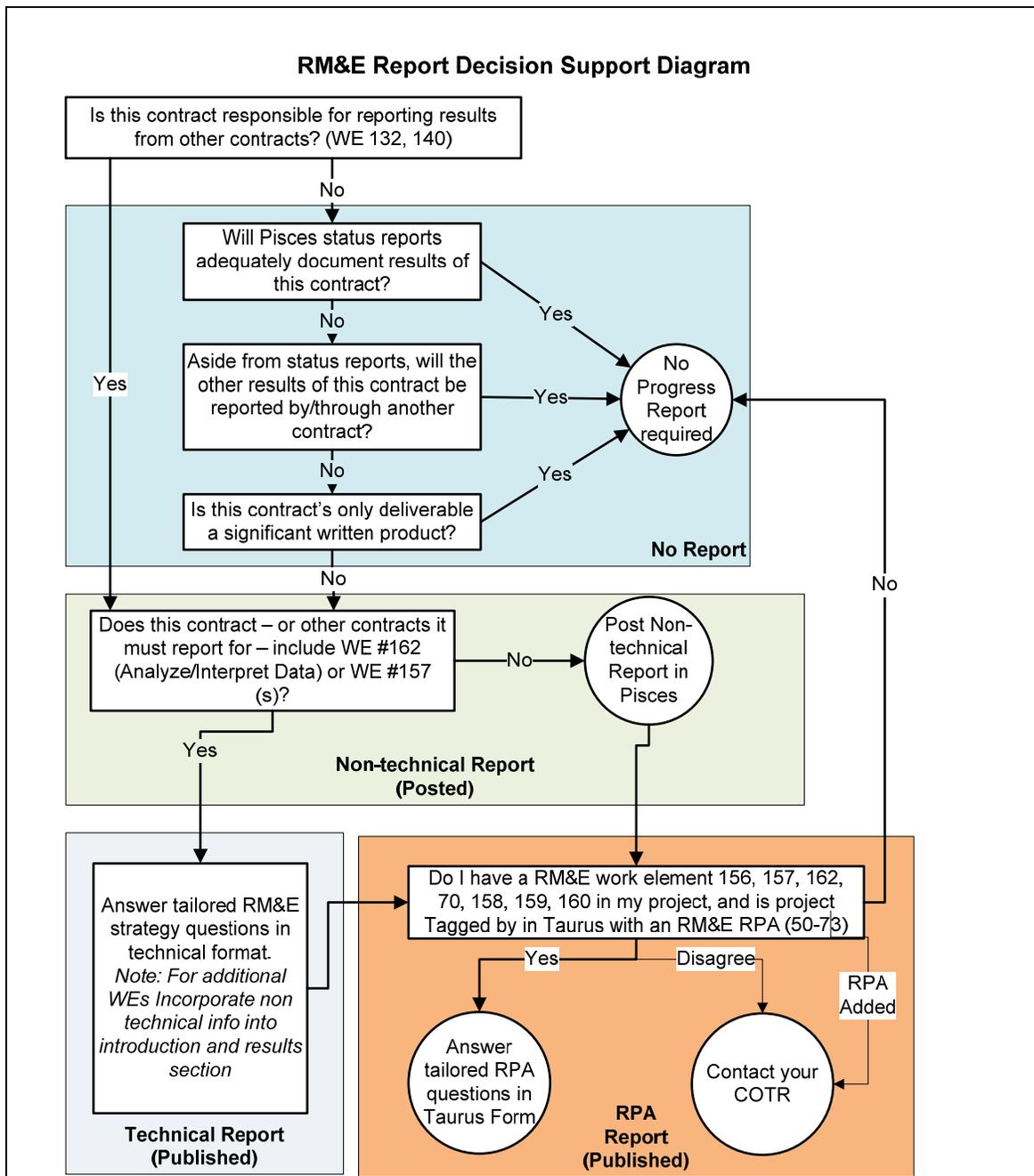
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### 1. What is happening with BPA reporting?

The Bonneville Power Administration (BPA) has updated annual reporting requirements for sponsors with Research, Monitoring and Evaluation (RM&E) work elements (WEs) to include specific content in the project annual report using a new [RM&E Technical Reporting Template](#). BPA first communicated this new policy to sponsors via email in September 2011.

The purpose of this change is to make RM&E results more accessible and more useful for program management. Using a standard format for reporting, BPA hopes to obtain information and in some cases analytic results and conclusions that demonstrate how the agency is meeting requirements of the Northwest Power and Conservation Council’s (Council) Fish and Wildlife Program (Program) and the Federal Columbia River Power System (FCRPS) Biological Opinion (BiOp). The new report format will provide information and results that BPA can use to report on its progress toward Program objectives and RM&E strategies and facilitate Independent Scientific Review Panel (ISRP) review.

BPA is also requiring projects that support FCRPS BiOp RM&E Reasonable and Prudent Alternatives (RPAs) 50 to 73 to generate a separate [RPA Report](#) using a standard format. This report should describe compliance with RPA requirements as well as how results inform actions relative to RPA requirements. See Figure 1. for more details on report types and requirements.



**Figure 1.** Reporting type requirement key for sponsors

## 2. To whom do the changes apply?

The updated reporting requirements apply to BPA fish and wildlife project sponsors who have the following WEs in their contract(s):

- 70 Install Equipment
- 156 Develop RM&E Methods and Designs
- 157 Collect/Generate/Validate Field and Lab Data

- 158 Mark and Tag Animals
- 159 Transfer/Consolidate Regionally Standardized Data
- 160 Create/Manage/Maintain Database
- 162 Analyze/Interpret Data

Sponsors may report on other WEs using a non-technical report format, as described in Q and A 5 below.

### **3. What prompted the change in RM&E reporting?**

BPA is responding to recommendations from the Council’s Categorical Review of RM&E projects and input from the ISRP on the type of information needed for effective science review of projects.<sup>1</sup> The Categorical Review revealed the lack of a standard format for reporting RM&E results, which has made it difficult to “roll up” results for consideration across the Fish and Wildlife Program’s strategies<sup>2</sup>.

The Council’s Categorical Review recommendations called for “. . . a concise, useful template for annual reports that can replace other more cumbersome, more costly, and less useful reports for individual projects. The Council will work with Bonneville and the ISRP to identify and assemble the information needed to produce an annual summary of results for Council review.”

### **4. What are the new requirements?**

Most BPA fish and wildlife project contracts already require sponsors to prepare an annual report summarizing the work completed, challenges faced, money spent, and future directions. This change requires a standard format, using a web-based tool, for projects with RM&E WEs and projects that address FCRPS BiOp RPAs with an RM&E focus (RPAs 50-73). Reports will be based on a calendar year, with drafts submitted in January (beginning January 2013) and finals in March.

(If data collection and analysis span a calendar year, for example winter run Steelhead spawner abundance assessments, then results would be expected to be reported at the end of the subsequent calendar year.)

### **5. What if I have a minority of RM&E Work Elements**

Sponsors whose projects support implementation of habitat restoration actions or hatchery operations and maintenance must also produce a report for the RM&E WEs in their contracts. Sponsors should use the [RM&E Technical Report Template](#) for these WEs. Sponsors may also report accomplishments as in the past; however, if sponsors are submitting two separate reports for the same time period, they should indicate so in the report titles.

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<sup>1</sup> [http://www.nwcouncil.org/fw/budget/2010/rmeap/2011\\_06decision.pdf](http://www.nwcouncil.org/fw/budget/2010/rmeap/2011_06decision.pdf)

<sup>2</sup> See question VIII for more information on the Councils’ Fish and Wildlife Program strategies.

## 6. How will the technical report be structured?

The technical report includes an executive summary or abstract, introduction, a map of the project area, a statement of methods, a discussion of results and conclusions, and references. Figure 2 is an example of a technical report.

Technical Report Template	
Title Page	
Table of Contents	
Table of Figures	
Table of Tables	
I. Executive Project Summary (Abstract)	
II. Introduction:	
	
III. Protocol: Methods; Design and Study Area	
IV. Results	
V. Synthesis of Findings: Discussion/Conclusions	
VI. References	
Appendix A: Use of Data & Products	

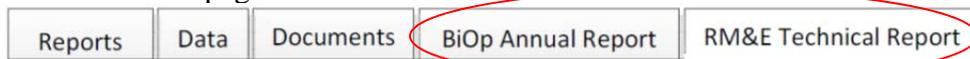
Figure 2. Example Template for report

## 7. How are reports created?

For both the RM&E technical report and the RPA report, sponsors will use the Taurus system at [www.cbfish.org](http://www.cbfish.org) and a “[Technical Report Template Wizard](#)” to auto-generate a tailored technical report template/outline for each project or contract<sup>3</sup>. Procedural guidance, with directions on how to create the reports is found at:

<http://www.cbfish.org/Link.mvc/To/RMETechnicalReportProceduralGuidance>

Sponsors can find a structured RM&E technical report template and BiOp report template, on their project page in Taurus under the “Reports and Documents” tab. Navigate to the project page, locate the “RM&E Technical Report” and “BiOp Annual Report” tabs, and follow the directions on the page.



The following link is provided as an example to assist in navigating to the project page.

Example address <http://www.cbfish.org/Project.mvc/Publications/2010-048-00/2012>

Sponsors should replace the project number with their specific project number to navigate to their project page.

The RM&E WE metrics in Pisces are the basis for creating the report template. Templates are specific and include questions related to the strategy or strategies that link to the WE metrics in the contract.

The system also auto-generates a second supporting document, the Pisces Statement of Work and Taurus Proposal Information. This is the sponsor’s existing contract Statement of Work in Pisces or a Taurus proposal, which can be used to cut-and-paste details of the sponsor’s methods or other information about the components of the project into the body of the annual report as needed.

<sup>3</sup> Sponsors can develop a report at the project or contract level.

## 8. What are the Fish and Wildlife Program RM&E Strategies?

### Restoration & O&M Implementation Strategies

- Hydrosystem
- Tributary Habitat
- Estuary/Ocean
- Hatchery
- Harvest
- Predation
- Regional Coordination

### RM&E Strategies

- Fish Populations
  - Anadromous
  - Resident
- Wildlife Populations
- Hydrosystem
- Tributary Habitat
- Estuary/Ocean
- Hatchery
- Harvest
- Predation
- Data Mgmt & Regional Coordination

Informs

The RM&E strategies are referenced in the Council's 2009 Program Strategy document<sup>4</sup> addressing BPA's Fish and Wildlife Program management questions and the 2008 FCRPS BiOp<sup>5</sup>. Complete documentation can be found at

<http://www.cbfish.org/ProgramStrategy.mvc/ProgramStrategiesIndex>. A list of the strategies is also included in Figure 4.

<sup>4</sup> The 2009 Council program strategies are fully documented in the "full" document at the following link <http://www.nwCouncil.org/library/2009/2009-09/Default.asp>

<sup>5</sup> The FCRPS BiOp strategies and Reasonable and Prudent Alternative (RPA)s are defined in the appendix at <http://www.cbfish.org/FcrpsBiOp.mvc/Index>

Figure 3. Fish and Wildlife Program Strategies

## 9. Which RM&E Strategies does my project support?

The “[Technical Report Template Wizard](#)” generates a dialogue box of RM&E strategies and sub-strategies that sponsors should review to determine whether or not their project supports a specific strategy. See Figure 5.

Alternatively project linkages to Fish and Wildlife Program strategies can be found on the main project page in Taurus at <http://www.cbfish.org/ProgramStrategy.mvc/ProgramStrategiesIndex>. in the general section of the project summary.

[\[check all\]](#) [\[uncheck all\]](#)

Based on an automated analysis of the work elements in your contract(s), we have inferred that you are contributing to the Program Strategies listed below. Please review and un-check any Strategies or associated questions you believe are not appropriate.

**1. Fish Population Status Monitoring (RM&E)**

- Sub-Strategy 1.** Assess the status and trend of natural and hatchery origin abundance of fish populations for various life stages.  
*What are the status and trend of abundance of natural and hatchery origin fish populations?*
- Sub-Strategy 2.** Assess the status and trend of productivity of natural origin fish populations.  
*What are the status and trend of productivity of fish populations?*
- Sub-Strategy 3.** Assess the status and trend of spatial and temporal distribution of fish populations.  
*What are the status and trend of spatial and temporal distribution of fish populations?*
- Sub-Strategy 4.** Assess the status and trend of diversity of natural and hatchery origin fish populations.  
*What are the status and trend of diversity of natural and hatchery origin fish populations?*

**2. Hydrosystem RM&E**

- Sub-Strategy 1.** Monitor and evaluate fish performance within the hydro electric corridor relative to biological objectives.  
*Are anadromous and resident fish species meeting juvenile and adult hydrosystem passage performance objectives?*
- Sub-Strategy 2.** Monitor and evaluate migration characteristics and river conditions relative to environmental and physical performance objectives.  
*What are the most effective configurations and operations for achieving desired performance objectives in the FCRPS?*
- Sub-Strategy 3.** Monitor and evaluate the effects of changes in hydro system configurations and operations.  
*What is the post-Bonneville mortality effect of changes in fish arrival timing and transportation to below Bonneville?*

Figure 4. Example of strategies from the “[Technical Report Template Wizard](#)” prototype.

The link in Taurus includes a reference to management questions and environmental metrics. If you don't see strategies that you believe your project supports and you need to change them, contact your COTR to update your Pisces WEs and/or metrics. If you believe your work contributes to a Fish and Wildlife program strategy that is not referenced or documented, contact the Council staff or BPA to confirm the strategy association.

The Web link includes the following information for WE relationships:

### [Implementation Strategies](#)

- **Tributary Habitat Restoration and Protection Strategy** (Habitat Restoration WE non-estuary/tidal zone)

- **Estuary and Ocean Strategy** (Habitat Restoration WEs within the estuary/tidal zone)
- **Hydropower Strategy** (Hydro WEs)
- **Hatchery Strategy** (Hatchery OandM WEs)
- **Harvest Strategy** (Put and Take Fishery WE)
- **Predation Strategy** ( Create Plan WE and Species Removal WE)
- **Regional Coordination** (Coordination WEs 189 and 191)
- **RM&E Strategies** WE 156 157 and 162 and 70 Install Equipment and 158 Mark and Tag animals
  1. **Fish Monitoring** (WE metric emphasis Population Status Monitoring) + relevant environmental metrics
  2. **Tributary Habitat Restoration and Protection Strategy**(WE metric emphasis Habitat location non estuary eg. in mainstem or HUC6) + relevant environmental metrics
  3. **Estuary and Ocean Strategy**(WE metric emphasis Habitat; Location Estuary) + relevant environmental metrics
  4. **Hydropower Strategy**(WE metric emphasis Hydro) + relevant environmental metrics
  5. **Hatchery Strategy**(WE metric emphasis Hatchery) + relevant environmental metrics
  6. **Harvest Strategy** (WE metric emphasis Hatchery) + relevant environmental metrics
  7. **Predation Strategy** (WE metric emphasis Predation) + relevant environmental metrics
  8. **Wildlife** (Focal Species Wildlife) + relevant environmental metrics
  9. **Data Management and Regional Coordination (WE 189, 159 and 160)**

## 10. What are the Fish and Wildlife Program RM&E Strategy Questions?

For each [RM&E Strategy](#) category, there are one or more RM&E sub-strategies requiring reporting of scientific results. These sub-strategies have associated management questions that should be responded to in order to inform conclusions about Fish and Wildlife Program implementation. Ultimately, the information gleaned from these questions will provide information to improve the Program's mitigation, restoration, and operations and maintenance efforts.

Your work may not address all of the RM&E Strategy questions for a particular category of RM&E, so you may choose to only respond to the questions that apply. The specific Fish and Wildlife sub-strategies and management questions and linkages to WEs are documented at: <http://www.cbfish.org/ProgramStrategy.mvc/ProgramStrategiesIndex>.

### 11. What are the BiOp RPA reporting requirements?

If a project includes RM&E WEs and is associated with FCRPS BiOp RPAs 50 to 73 sponsors shall report results for those RPA associations. A web based “RPA Reporting Template” can be found at [www.cbfish.org](http://www.cbfish.org). Navigate to <http://www.cbfish.org/publications/xxxx-xxx-xx> (Replace xxxx-xxx-xx with your project number) and locate the “BiOp Annual Report” tab. Update the separate forms for each RPA sub-action. See Figure 5 Below.

RPA	Title	Declared	Inferred	Status	Request Review
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<a href="#">RPA 50.4</a>	Fund pilot studies in Wenatchee/Methow/Entiat	Yes	No	<a href="#">Input Needed</a>	<input type="checkbox"/>
<a href="#">RPA 50.6</a>	Review/modify existing fish pop status monitoring projects	Yes	No	<a href="#">Input Needed</a>	<input type="checkbox"/>
<a href="#">RPA 50.8</a>	Report available information on population viability metrics	No	Yes	n/a	<input type="checkbox"/>
<a href="#">RPA 56.1</a>	Implement research in select areas of the pilot study basins	Yes	Yes	<a href="#">Input Needed</a>	<input type="checkbox"/>

Figure 5. Required RPA Report links are identified under the “Status” column

### 12. Why do I need to do a separate FCRPS RPA report?

The electronic RPA report will allow BPA to “roll up” and analyze results under the BiOp, similar to the RM&E report. Separate reports or use of appendices were recommended by a sponsor team to simplify the annual report. The information will assist in developing the comprehensive evaluations that the BiOp calls for in 2013 and 2016 as well as reporting to the region and NOAA Fisheries on annual BiOp accomplishments. This will enhance communication of Program accomplishments under the FCRPS BiOp. An electronic template is not available for other ESA BiOps however the reporting format provided in the procedural guidance should be considered for use as a template.

### 13. Will this reporting requirement be in the contract for FY 2013?

Beginning October 1<sup>st</sup> 2012 contracts with RM&E WEs will require annual reports to be developed according to the formats discussed above.

### 14. When will reports be due?

Annual RM&E reports should be submitted on a calendar year basis. Drafts should be submitted by January of each year with final reports uploaded into Pisces by the end of March.

## 15. Does BPA want sponsor feedback during a “pilot” phase?

Yes. Sponsors are encouraged to submit comments throughout the year. Final comments should be submitted by March of 2013. Comments may be submitted through the “[Request Support](#)” link in Taurus (Figure 6) or by email to [RMESupport@bpa.gov](mailto:RMESupport@bpa.gov).

## 16. Will trainings be offered?

Limited web-based training will be offered at dates and times in October, November and December of 2012. If you miss a training, please consult the procedural guidance and/or BPA’s RM&E Policy staff.

## 17. Glossary

**Environmental Metrics:** Monitored measurements and derived variables used in Data collection and Analysis often called [Metrics](#) and [Indicators](#).

**Implementation Strategy:** Research monitoring and Evaluation strategies are actionable approaches to addressing management questions that inform the program’s implementation strategies by conducting: implementation, compliance, status and trends, and action effectiveness monitoring, or uncertainties research.

**Pisces Metrics:** A Metric is a quantification or qualification of an accomplishment resulting from completing a task, or what we call a Work Element. <http://www.cbfish.org/Metric.mvc/Index>

**RPA Report:** A report designed to respond to Endangered Species Act Biological Opinion; which specifies how the action has complied with Reasonable and Prudent Alternatives required by law.

**RM&E Strategy:** Research monitoring and Evaluation strategies are actionable approaches to addressing management questions that inform the program’s implementation strategies by conducting: implementation, compliance, status and trends, and action effectiveness monitoring, or uncertainties research.

**Strategy:** The Fish and Wildlife Program Strategies are the actionable approach to achieving objectives in the [Columbia River Basin Fish and Wildlife Program](#) at <http://www.nwcouncil.org/fw/>

**Pisces Statement of Work and Taurus Proposal Information:** A supporting document created by BPA to support sponsors. This document contains content from their proposals and contract statement of work to support development of their annual Technical Report.

**Technical Report Template Wizard:** a web based tool to create a Technical Report Template.

**Technical Report Template:** A word processing document structured based on the scientific process.

**Work Elements:** A Work Element is a standardized task or activity performed by BPA’s Fish and Wildlife program. Examples include Install Fence, Collect Data, Purchase Land, and Submit Progress Report. <http://www.cbfish.org/WorkElement.mvc/Index>